

Assessment in Action Work Plan for 2004 – 2007

PRIMARY OUTCOME MEASURE: By the next measurement cycle, the proportion of LHJs demonstrating performance on the CHA-related *Standards for Public Health in Washington State* will increase to 66% from the 2002 baseline of 55%.

Goal 1: Improve the leadership DOH and the LHJs provide to community health assessment (CHA) to sustain the work into the future		Evaluation Measure(s): <ol style="list-style-type: none"> By 2007, CHA will have become institutionalized into the DOH and LHJ infrastructures as evidenced by an increase in the CHA-related activities undertaken by PHIP committees, WSALPHO forums, and DOH management teams, as compared to the 2003 level (track through meeting minutes) By 2007, a written plan – endorsed by DOH and LHJ leadership – exists for sustaining local and state collaboration on CHA beyond the life of the grant. 	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Build a shared vision for community health assessment (CHA) into the infrastructure of DOH and LHJ leadership groups	1. Brief the DOH Senior Management Team on the AIA work plan	Year 2, Q1	AIA Principal Investigators (PIs)
	2. Recommend to the EHSPHL Assistant Secretary that DOH convene an internal system-focused work group, to improve DOH support for CHA practice in LHJs (e.g., CHA data provision)	Year 2, Q2-4	AIA PIs, Community Assessment Liaison (CAL)
	3. Conduct quarterly briefings with the DOH Assistant Secretary for EHSPHL on the AIA work plan implementation, including progress, obstacles, and opportunities	Year 2, Q1-4 Years 3, 4, 5	AIA PIs, AIA Project Coordinators
	4. Conduct quarterly briefings of DOH's Assessment Operations Group (AOG) on implementation of AIA work plan	Year 2, Q1-4 Year 3, 4, 5	CAL

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
C. Plan strategies for sustaining the AIA partnership and activities beyond the life of the grant	<ol style="list-style-type: none"> 1. Determine AIA partnership activities that need to continue beyond 2007 2. Assess resource requirements for continuing AIA activities 3. Identify resources for continuing AIA activities 4. Write plan for sustaining AIA work 5. Share plan with DOH and LHJ leadership; seek endorsement and commitment 	Year 5	AIA SC
D. Design and implement an evaluation to determine the extent to which Goal #1 has been achieved	<ol style="list-style-type: none"> 1. Develop a meeting minute tracking and review instrument 2. Implement meeting minute tracking and review 3. Analyze the data 4. Develop findings and draft report 	Year 2, Q4 Years 3 and 4 Year 5 Year 5	CAL, AIA SC

Goal 2: Increase the availability and sustainability of funds to support community health assessment		Evaluation Measure(s): 1. By 2007, CHA in LHJs will be sustained by an increased level of funding, as compared to 2004 (pre/post survey) 2. By 2007, CHA in LHJs will be supported by a greater diversity of funding sources, as compared to 2004 (pre/post survey)	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Seek opportunities to obtain additional state, federal, and other funds to sustain CHA activities in LHJs	<ol style="list-style-type: none"> 1. Seek opportunities to obtain new grant funding that includes CHA components 2. Seek opportunities to pool resources to support assessment activities of mutual benefit to DOH and LHJs (e.g., Survey Design Workshop) 3. Explore sources of DOH funding that could be redirected to support CHA activities 	Year 3, Q1-4 Years 4, 5	AIA PIs, CAL, Assessment Operations Group (AOG) AIA PIs, CAL, AOG AIA PIs
B. Identify and promote strategies LHJs can use to obtain additional local funding to sustain CHA activities	<ol style="list-style-type: none"> 1. Inventory and fully describe existing CHA funding approaches, e.g., indirect cost pools, overhead charged to grants, categorical program funds, fee for service, marketing CHA to local Boards 2. Distribute information on existing CHA funding approaches (e.g., in the training, technical assistance and peer mentoring curricula); present to WSALPHO forums 3. Link to PHIP Finance Committee work on stable and sufficient public health funding 	Year 3, Q1-2 Year 3, Q3-4 Years 4, 5 Year 3, Q3-4 Years 4, 5	AIA SC, CAL LHJ members of AIA SC AIA SC

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
C. Design and implement an evaluation to determine the extent to which Goal #2 has been achieved	<ol style="list-style-type: none"> 1. Develop and pilot the pre/post survey instrument 2. Implement data collection 3. Analyze the data 4. Develop findings and draft report 	<p>Year 2, Q3</p> <p>Year 2, Q4/Year 5</p> <p>Year 5</p> <p>Year 5</p>	AIA SC, CAL

Goal 3: Improve the CHA capacity and skills of LHJs		Evaluation Measure(s): <ol style="list-style-type: none"> 1. By 2007, LHJ peer mentoring recipients report an increase in CHA capacity and skill from baseline to program completion (pre/post survey) 2. By 2007, LHJ assessment staff report an increase (from 2004 baseline) in satisfaction with CHA technical assistance received from DOH (pre/post survey) 3. By 2007, the majority of LHJ assessment staff rate the AssessNow clearinghouse as an effective tool in supporting their CHA practice (survey) 4. By 2007, CHA training participants report an increase in CHA knowledge and skill (pre/post survey) 5. By 2007, at least one multi-LHJ partnership for expanding CHA capacity is in place 	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
<p>A. Design and implement a peer mentoring program for LHJ administrators, nursing directors, environmental health directors, and assessment staff interested in improving their LHJ's CHA capacity</p> <p><i>Examples of peer mentoring include director to director assistance with development of community-based constituency groups, health officer to health officer consultation on effective advocacy methods with boards of health, assessment staff to assessment staff help with preparation of user-friendly community assessment materials</i></p>	<ol style="list-style-type: none"> 1. In consultation with LHJs, develop an implementation plan for the peer mentoring program that includes the following elements: <ul style="list-style-type: none"> – Program mission, principles and structure – Roles, recruitment and selection of mentors – Roles, recruitment and selection of mentoring recipients – Matching process and criteria – Training/orientation for mentors on effective mentoring approaches – Program management and timeline – Financial incentives for mentors – Evaluation plan 	<p>Year 2, Q2-3</p>	<p>Contracted health educator (HE), CAL, AIA SC</p>

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. <i>(Continued)</i> Design and implement a peer mentoring program for LHJ administrators, nursing directors, environmental health directors, and assessment staff interested in improving their CHA capacity	2. Recruit LHJ staff as champions to market the peer mentoring program 3. Recruit, select, and match mentors and mentoring recipients 4. Provide training/orientation for mentors 5. Implement peer mentoring program	Year 2, Q3 Year 2, Q4 Year 3, Q1 Year 3, Q2-4, Years 4, 5	AIA SC, CAL
B. Design and implement a technical assistance (TA) directory of staff advisors for LHJ staff doing CHA	1. Develop the technical assistance directory of staff advisors <ul style="list-style-type: none"> a. Identify topics where LHJs need CHA-related TA through review of evaluation report and further consultation b. Recruit DOH and LHJ staff to serve as technical advisors on CHA 2. Develop and disseminate orientation materials (e.g, checklists) for technical advisers on effective TA methods 3. Market TA directory to LHJs 4. Disseminate TA directory to LHJs (send electronic copy directly to LHJs initially; build into AssessNow during Phase 2) and update as needed	Year 2, Q2 Year 2, Q3 Year 2, Q3-4, Year 3, Q1 Year 3, Q1 Years 3, 4, and 5	CAL, AOG, AIA SC CAL, AIA SC CAL, AIA SC CAL, AIA Assistant, Northwest Center for Public Health Practice

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
C. Implement an on-line clearinghouse of information relevant to public health staff working in community health assessment (AssessNow)	1. Continue phase 1 development of AssessNow - public access to: <ul style="list-style-type: none"> a. CHA learning resources (e.g., data collection methods, strategies for using CHA to set priorities) b. Data sources for CHA with contact information c. CHA publications library (reports published by LHJs) 	Year 2, Q1-3	CAL, AIA Assistant, AssessNow User Group, University of Washington Northwest Center for Public Health Practice (UW)
	2. Promote and launch phase 1	Year 2, Q4	CAL, AIA Assistant, AIA SC
	3. Conduct phase 2 development - password restricted access to: <ul style="list-style-type: none"> a. Technical assistance staff resource directory b. Model approaches to CHA c. Templates (e.g., fact sheets, survey instruments) 	Year 3, Q1-3	CAL, AIA Assistant, AssessNow User Group, UW
	4. Promote and launch phase 2	Year 3, Q4	CAL, AIA Assistant, AIA SC
	5. Update clearinghouse regularly and add new functionality and content as needed	Years 4 and 5	AIA Assistant, CAL, UW

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
D. Develop and implement training on CHA methods and approaches	1. Develop training plan for CHA <ul style="list-style-type: none"> a. Identify and prioritize CHA training topics needed through consultation with LHJs b. Research existing curricula c. Write plan for implementing CHA training 	Year 2, Q2-4	HE, CAL, AIA SC
	2. Develop (or adopt existing) modularized, topic-based curricula on CHA methods, approaches and data sources	Year 3, Q1-4	CAL, AIA SC
	3. Identify trainers for each module and orient them to the curricula	Year 3, Q1-4	CAL, AIA SC
	4. Promote CHA trainings to LHJs	Year 3, Q4	AIA SC, CAL
	5. Conduct trainings at existing meetings and conferences	Years 4 and 5	AIA SC, CAL
E. Foster implementation of multi-LHJ partnerships for CHA capacity in geographic areas where interest in assessment is high but resources are insufficient	1. Identify LHJs interested in discussing multi-LHJ partnerships for assessment	Year 3, Q1	AIA SC, CAL
	2. Select one “site” to serve as a pilot project	Year 3, Q2	AIA SC, CAL
	3. Assist pilot site in planning implementation	Year 3, Q3 - 4	CAL
	4. Provide technical assistance to pilot site during implementation	Years 4 and 5	CAL
	5. Implement additional sites, depending on pilot results	Year 5	CAL, AIA SC

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
F. Design and implement an evaluation to determine the extent to which Goal #3 has been achieved	<ol style="list-style-type: none"> 1. Develop the required data collection tools 2. Implement data collection for the evaluation 3. Analyze the data 4. Develop findings and draft report 	<p>Year 2, Q3-4</p> <p>Years 3 and 4</p> <p>Year 5</p> <p>Year 5</p>	AIA SC, CAL

Goal 4: Increase the coordination of DOH categorical program assessment activities and requirements for LHJs, to enhance CHA capacity		Evaluation Measure(s): <ol style="list-style-type: none"> 1. By 2007, a greater number of LHJs will integrate their CHA and categorical program assessment activities from 2004 (pre/post survey) 2. By 2007, at least two DOH categorical programs will standardize data collection tools for LHJ reporting (record review) 	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Develop and recommend strategies to increase the flexibility of categorical program assessment activities and standardize reporting requirements	1. Select 1-3 categorical programs to use as a pilot	Year 3, Q1	AIA SC
	2. Work with DOH staff to identify the nature and source of the categorical program assessment requirements	Year 3, Q1-2	CAL
	3. Collect information from LHJs regarding challenges/opportunities specific categorical program assessment requirements pose	Year 3, Q3-4	CAL
	4. Convene DOH/LHJ work group to develop recommendations for revisions to DOH categorical program assessment requirements	Year 4, Q1-2	AIA PIs, CAL, AOG
	5. Present recommendations for revisions to categorical program assessment requirements to DOH Senior Management Team	Year 4, Q3	AIA PIs
B. Design and implement an evaluation to determine the extent to which Goal #4 has been achieved	1. Develop and pilot the pre/post survey and record review instruments	Year 3, Q1	AIA Committee, CAL
	2. Implement data collection	Year 3, Q2/Year 5	
	3. Analyze the data	Year 5	
	4. Develop findings and draft report	Year 5	

Goal 5: Establish the use of evaluation methods to measure the impacts of CHA practice among LHJs		Evaluation Measure(s): 1. By 2007, a greater number of LHJs will use evaluation tools/methods to measure the impacts of CHA practice, as compared to 2004 baseline (pre/post survey)	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Develop and implement tools and methods for tracking the impacts of CHA activities (e.g, programs changed/implemented, policies developed, community partnerships initiated, priorities selected, etc.)	1. Research existing tools/methods	Year 2, Q1-2	HE, CAL, AIA SC
	2. Adapt existing, easily implemented tools/methods (or design new ones), with input from LHJs	Year 2, Q2-3	HE, CAL, AIA SC
	3. Provide training on how to use the tools/methods to document impacts	Year 2, Q4	HE, CAL, AIA SC
	4. Disseminate and market tools	Year 2, Q4	AIA SC, CAL
	5. When available, review New York State Department of Health's web-based CHA evaluation tool, and assess appropriateness for use in Washington State	Year 4	AIA SC, CAL
	6. If appropriate, plan to adapt as necessary and adopt for use by WA's LHJs	Year 4	AIA SC, CAL
B. Design and implement an evaluation to determine the extent to which Goal #5 has been achieved	1. Develop and pilot the pre/post survey instrument	Year 2, Q3	AIA SC, CAL
	2. Implement data collection	Year 2, Q4/Year 5	
	3. Analyze the data	Year 5	
	4. Develop findings and draft report	Year 5	

Goal 6: Enhance the effectiveness of local/state collaboration on the Vista Partnership and institutionalize a shared, long-term vision		Evaluation Measure(s): 1. By 2007, partnership collaboration is enhanced and clarity of vision for the future of Vista is increased from the 2004 baseline, as reported by Vista Partnership members (pre/post survey)	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Institutionalize and communicate a shared, long-term vision for the role of Vista in supporting community health assessment practice	1. The Steering Committee will draft a memorandum to be presented to the EHSPHL Assistant Secretary, detailing the findings of the Vista Partnership review and recommending a process and focus for establishing a long-term vision for Vista 2. Develop a memorandum of understanding, signed by key leaders at DOH and LHJs, regarding the long-term vision for the role of Vista in supporting community health assessment practice	Year 2, Q1-2 Year 2, Q3-4	AIA SC
B. Improve the communication and collaboration in the Vista Partnership	1. Hold a discussion with the Vista Planning Group to identify what is working/not working in the DOH-PHSKC Vista relationship 2. Develop strategies and procedures for resolving conflicts in the Partnership	Year 2, Q2-3 Year 2, Q4	AIA PIs and Project Coordinators, AIA SC
C. Design and implement an evaluation to determine the extent to which Goal #6 has been achieved	1. Develop and pilot the pre/post survey instrument 2. Implement data collection 3. Analyze the data 4. Develop findings and draft report	Year 2, Q1 Year 2, Q2/Year 5 Year 5 Year 5	Statewide Vista Coordinator (SVC), AIA SC

Goal 7: Ensure the sustainability of Vista product (software and data) as a tool for CHA practice		Evaluation Measure(s): <ol style="list-style-type: none"> 1. By 2007, Vista is funded by a more diverse array of funding sources 2. By 2007, the level of funding for Vista is increased 3. By 2007, there is a business plan for the Vista <u>software</u> in place with identified deliverables and achievements 4. By 2007, there is a business plan in place for the efficient and sustainable provision of <u>data</u> in Vista 	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Develop and implement a business plan, communication plan, and strategies for the sustainable funding of the Vista <u>software</u>	1. Draft a business plan, incorporating a staffing plan, work plan, costs, benefits, potential funding partners, communication plan, marketing materials (articles, brochures, presentations), and resource requirements	Year 2, Q2-4	AIA SC, SVC
	2. Implement the communication plan and a follow up process (systematic approach to communicating the business plan with identified potential funding partners)	Year 3, Q1-2	AIA SC, SVC
	3. Conduct a feasibility and impact analysis of an expanded customer base; incorporate into the business plan	Year 4, Q1-2	AIA SC, SVC

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
B. Develop and implement a business plan, communication plan and strategies for the sustainable funding of Vista <u>data</u>	1. Convene stakeholders in Washington (and, potentially, other states) to develop funding strategies for the ongoing development of sub-county population estimates	Year 3, Q1-3	AIA SC
	2. Draft a business plan for the development of sub-county population estimates and communicate it to DOH senior management, other states, other agencies, and other DOH programs	Year 3, Q4	AIA SC
	3. Develop and maintain a process and guidance for data installation, documentation, and verification for data suppliers	Year 3	SVC, Vista Data Suppliers Workgroup, PHSKC
C. Design and implement an evaluation to determine the extent to which Goal #7 has been achieved	1. Report the funding sources and level for Vista	Year 3, Q3 and Year 5	SVC, AIA SC
	2. Provide business plans for the Vista software and the data complete with deliverables and achievements	Year 5, Q4	

Goal 8: Implement Vista enhancements, based on evaluation recommendations, to increase the capability of LHJs to conduct CHA		Evaluation Measure(s): 1. By 2007, enhancements to Vista identified in AIA work plan are implemented, fully functional, and meeting the stated needs	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Improve system documentation for Vista	1. Finish documentation of the current system	Year 2	PHSKC
	2. Obtain documentation standards and software development standards related to Vista from DOH-DIRM when available	When available from DOH-DIRM	SVC
B. In coordination with the Vista Advisory Group, finalize the system enhancement plan for Vista	1. Incorporate recommended software, hardware, staffing, and resource requirements into the implementation plan	Year 2, Q1	SVC and Assistant Chief EPE at PHSKC
	2. Present the draft implementation plan to the Vista Advisory Group	Year 2, Q2	SVC

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
C. In coordination with the Vista Advisory Group, implement software and hardware enhancements	Activities include (but are not limited to): <ol style="list-style-type: none"> 1. Implement an Issues Log to track problem reports, scheduled actions, and resolution 2. Design, develop and implement mapping of results as an output option for Vista 3. Design, develop and implement a report card function as an expanded output option for Vista 4. Conversion to SQL database, including purchase of SQL server 5. Migrate Vista to .net environment (if feasible), including redesign of front-end 	Year 2 Years 2-3 Year 3 Years 4-5 Years 4-5	SVC PHSKC PHSKC PHSKC & DOH PHSKC & DOH
D. Design and implement an evaluation to determine the extent to which Goal #8 has been achieved	<ol style="list-style-type: none"> 1. Enhancements to Vista are reported to CDC on a semi-annual basis. 	Years 2-5	SVC

Goal 9: Improve the knowledge and skills of Vista users to use Vista as a tool to complete CHA work		Evaluation Measure(s): 1. By 2007, users are better able to use the functions and features available through Vista to perform CHA, as evidenced by a survey of users (baseline: 2001 Vista Users Survey)	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Enhance training to meet the identified needs of Vista users	1. Develop a training plan in conjunction with the business plan to reach adult learners and institutionalize training within the state (consult with health educators and other learning specialists)	Year 2, Q2-4	AIA SC
	2. In partnership with other programs, provide training using different venues, such as on-line, imbedded in existing conferences, video, video-conferencing, or one-day workshops	Years 3-5	AIA SC, SVC
B. Expand the accessibility and quality of Vista training materials and resources for Vista users	1. Update Vista training materials	Year 3, Q1-2	SVC
	2. Provide materials/resources in various formats, such as hard copy, on-line, CDs	Years 3-5	SVC, AIA SC
C. Design and implement an evaluation to determine the extent to which Goal #9 has been achieved	1. Using the 2001 Vista survey questions around proficiency as a baseline, develop a Vista survey in 2005 and 2007 to assess Vista users' knowledge and skill in using the tool	Year 3, Year 5	AIA SVC
	2. Analyze the data, develop findings, and draft report	Year 5	

Goal 10: Successfully transfer the Vista software product and partnership strategies to Oregon State		Evaluation Measure(s): <ol style="list-style-type: none"> 1. By 2007, Vista is installed and in use in a minimum of three Oregon local health agencies and a written plan exists for statewide dissemination and support 2. A written evaluation exists of the Vista dissemination process to Oregon 	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Team Members Responsible
A. Provide Oregon materials, support, and technical assistance to implement Vista	1. Conduct demonstrations of Vista for Oregon (e.g., DHS programs, state epidemiologist)	Year 2, Q1	SVC, AIA SC
	2. Create CD with Vista implementation materials (e.g., training, partnership, data sharing agreements)	Year 2, Q2	SVC, PHSKC
	3. Hold monthly teleconference calls with Oregon AIA partners	Years 2-5	SVC, AIA SC
	4. Provide updates to the software and documentation to Oregon	Years 2-5	PHSKC
	5. Offer technical assistance as needed for system implementation issues (e.g., IT infrastructure and secure environment for housing Vista)	Years 2-5	SVC, PHSKC, Jim Allen, DOH
B. Design and implement an evaluation to determine the extent to which Goal #10 has been achieved	1. Contract to conduct an evaluation of the Vista implementation process in Oregon	Year 5	AIA SC